

~~SECRET~~  
Security Information

A T T A C H M E N T    E

~~SECRET~~  
Security Information

SECRET  
Security Information  
OFFICE OF TRAINING

MISSION

The Director of Training is charged with carrying out appropriate responsibilities vested in the Director of Central Intelligence by Public Law 110; rendering staff assistance and representing the Director of Central Intelligence on matters of policy relating to the Agency's training programs; providing training facilities inside the Agency and developing external programs at public and private institutions in the United States and foreign countries as required to meet the total training needs of the Agency; conducting and supervising all training courses and programs for the Agency; and participating in the Career Service Program by assisting in the formulation of policies and plans and by selecting and training personnel of high qualifications.

FUNCTIONS

The Director of Training shall:

- A. Formulate training policies and programs for development of the capacity of staff employees to serve the Agency.
- B. Train career staff employees in foreign language and area fields and in specific functional and technical subjects at facilities in the United States and foreign countries.
- C. Maintain relationships with appropriate officials in government agencies, educational institutions in the United States and foreign countries, and in corporations and associations for the purpose of providing beneficial training programs.
- D. Ensure that only institutions and facilities satisfying suitable standards of quality shall be utilized for Agency training purposes; and determining and enforcing achievement standards to be met by Agency personnel.
- E. Direct a program of junior officer training in the principles, methods, and techniques of intelligence and supervise further specialized training in cooperation with the various offices of the Agency.
- F. Provide orientation and basic training for all new staff employees; conduct management training for executives, administrators and supervisors; and direct advanced training to meet the long-range requirements of all the Offices of the Agency.
- G. Develop training programs for the several clandestine activities charged to the Agency to qualify staff employees for planning, organizing, conducting and administering such activities in headquarters and in the field, and train agent personnel for specific assignments.
- H. Determine physical facilities and installations required in order to conduct training with maximum effectiveness and security.